



City of Austin - JOB DESCRIPTION



Architect

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10640	Salary Grade:	CB8
Approved:		Last Revised:	July 21, 2009

Purpose:

Under general direction is responsible for the spatial planning, design, maintenance, and construction or modification of municipal properties on behalf of the City of Austin. May sign and affix seal of approval onto construction documents to ensure readiness for regulatory approval, permitting, and construction.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Determines functional and spatial requirements for new or existing property constructions or modifications and their design, specifications, materials, color, equipment, estimated costs, and construction time.
2. Designs and plans layout of projects, including preparing drawings, designs and specification documents.
3. Reviews technical documentation and project plans to ensure adherence to defined industry best practices and standards as well as local and federal guidelines and regulations.
4. Conducts reviews to ensure compliance with specifications, reviews work for accuracy and recommends contract changes.
5. Assists in the preparation of preliminary, periodic and final estimates of quantities, materials, equipment, labor and facilities for the preparation of budgets, programs, schedules, partial and final contract payments and other purposes for various projects.
6. Provide technical advice and assistance to City management, field personnel, contractors, and other stakeholders.
7. Meets with project engineers, project managers, and other City staff to resolve design and design change issues and to provide expert resolutions.
8. Serves as liaison on behalf of the City to community and neighborhood groups, professional organizations, and other City departments.
9. Develops and conducts training

Responsibilities - Supervisor and/or Leadership Exercised:

May lead, provide training, or technical guidance or support; and assist in the evaluation of other personnel.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of architectural principles and practices.

Knowledge of building construction, building materials and building trades.

Knowledge of construction project management methods, practices, and techniques.

Knowledge of urban design, city planning principles, and landscape design.

Knowledge of capital improvement programs.

Skilled in establishing and maintaining effective working relationships with other City employees and the public.

Skilled in analyzing comprehensive architectural design specifications and documents.

Skilled prioritizing multiple assignments, projects, and business needs.

Ability to read and interpret architectural plans, specifications, and drawings.

Ability to observe, compare, or monitor and determine compliance with prescribed operating or safety standards.

Ability to exercise good judgment, tact, and diplomacy in all public contacts.

Ability to communicate in both verbal and written formats to a variety of audiences.

Minimum Qualifications:

Bachelor's degree in Architecture from an accredited university; plus (3) three years of related experience.

Licenses and Certifications Required:

Must be a Registered Architect by the Texas Board of Architectural Examiners.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.